

**City of Detroit**  
**Water & Sewerage Department**  
**Michigan Freedom of Information Act (FOIA)**  
**Request for NON-POLICE RECORDS**



Please note that failure to complete certain fields on this form may result in a denial of your request.

1. Today's date: \_\_\_\_\_
2. Individual making this request: \_\_\_\_\_
3. Street Address: \_\_\_\_\_
4. City/State/Zip: \_\_\_\_\_
5. Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_
6. Your client or insured (optional ): \_\_\_\_\_
7. Description of the record: \_\_\_\_\_  
\_\_\_\_\_
8. Date and time or time period, if applicable: \_\_\_\_\_
9. Any other information that will assist in locating the requested record:  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

- NOTE:**
- 1) Failure to complete this form may result in a denial of your request.
  - 2) If the request is too broad, depending on the description of your request, we may deny your request; or request that you submit a deposit payment, prior to searching for the requested record.
  - 3) Medical record requests (e.g., EMS run sheets or billings) must comply with HIPAA and the Michigan Medical Records Access Act.

**HAND-DELIVER OR MAIL THIS REQUEST TO:**

Detroit Water & Sewerage Department  
Office of General Counsel  
735 Randolph St.  
Suite 901  
Detroit, Michigan 48226-3437